

PREScreen

Prescreening Resumes – A prescreening is not a formal credential review, but a service to assist agencies in reviewing a large volume of applications. Documentation such as a CS-153, transcripts and/or employment histories are not used in this process. If screening criteria is not submitted by the agency, the CS Liaison will only apply the minimum education and experience identified on the Civil Service Job Specification for the classification.

Responsibility

Action

Appointing Authority

1. Receives application materials in response to a vacancy posting.
2. Submits resumes and screening criteria (if developed) to the Department of Civil Service, Office of Human Resource Services, agency liaison, in accordance with Standard 4. E. of Civil Service Regulation 3.04.

Department of Civil Service

3. Reviews resumes and applies the minimum education and experience and screening criteria (if applicable) for the position.

NOTE: Reviews can be conducted on-site with the agency staff upon request.

4. Sends list of candidate names of those who appear to meet screening criteria to the agency.

Appointing Authority

5. Reviews candidates and applies further screening criteria to narrow the applicant to a reasonable number.
6. Continues selection process and determines recommended candidates.
7. Continue with Credential Review Procedures.

NOTE: Agency may send candidates intended for further consideration to Civil Service for a formal credential review. In any case, a formal credential review must be completed in accordance with Standard 4. E. of Civil Service Regulation 3.04 prior to appointment.